



DEPARTMENT OF THE NAVY
COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
MERIDIAN, MS 39309-5403

COMTRAWINGONEINST 1301.1H
N3
8 Apr 14

COMTRAWING ONE INSTRUCTION 1301.1H

From: Commander, Training Air Wing ONE

Subj: CHECK-IN/OUT PROCEDURES FOR STUDENT NAVAL AVIATORS

1. Purpose. To establish check-in/out procedures for Student Naval Aviators assigned to Training Air Wing ONE (TW-1). This instruction should be reviewed in its entirety.

2. Cancellation. COMTRAWINGONEINST 1301.1G

3. Scope. This instruction establishes procedures for the administration of students who are placed in a pre-load status awaiting instruction, winged aviators awaiting further assignment to Fleet Replacement Squadrons, and attrited students.

4. Action

a. Newly reporting Student Naval Aviators shall report to TW-1 Student Control. They will be assigned a class number, given a check-in brief, and allotted three days to complete the administrative check-in process. Upon completion of check-in process, students will be placed in a pre-load status awaiting instruction.

b. Newly winged aviators shall report to TW-1 Student Control to await PCS orders and subsequent assignment to a Fleet Replacement Squadron the Monday (or next working day) after their winging.

c. Attrited students shall report to TW-1 Student Control after being removed from training. They will remain there, assigned to the student control officer, until their final disposition is determined.

5. TW-1 Student Control Responsibilities

a. Enter and/or update TIMS information. Assign pipeline and phase. Make student a resource. Assign syllabus and allocate to squadron when ready for class up.

b. Provide newly reporting students with "Welcome Aboard" information, check-in packet, and direct them to TW-1 Wing Admin for security clearance overview, travel claim liquidation, etc.

c. Provide each training squadron with roster of prospective students, class numbers and class convening dates.

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- d. Provide administrative support to each squadron Student Control office.
- e. Marine admin support will be provided by MATSS-1.
- f. Maintain International Military Student Officer (IMSO) billet in order to ensure close liaison with Naval Education and Training Security Assistance Field Activity (NETSAFA) and squadron Student Control offices in all matters pertaining to International Students.
- g. Appropriately assign pool officers to special projects and routine duties (to include Squadron Duty Officer and Integrity Watch Officer).
- h. Prepare "Not Observed" FITREPS on all newly winged aviators prior to transfer.
- i. Provide counseling and coordinate efforts for attrited and "Drop On Request" (DOR) students until final disposition.
- j. Perform close-out and shipment of all student Aviation Training Jackets (ATJ).


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